

DEPARTMENT OF THE ARMY
U.S. ARMY GARRISON, FORT BELVOIR
Fort Belvoir, Virginia 22060-5928

FB Regulation 310-10-1

10 July 1996

ADMINISTRATION

Authentication of TDY Travel Orders

FOR THE COMMANDER:

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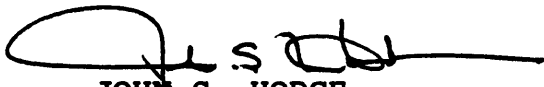
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THOMAS M. BRADY
COL, AG
Garrison Commander

OFFICIAL:


JOHN S. HODGE
Acting Adjutant General

History. This publication was last published 15 April 1994.
This printing publishes changes made since that date.

Summary. This regulation establishes the delegation of authority
for signature authentication of Temporary Duty Travel Orders for
this headquarters.

Applicability. This regulation applies to all BASOPS activities
and directorates having fund certification authority.

Suggested Improvements. The proponent of this regulation is the
Directorate of Resource Management, U.S. Army Garrison Fort
Belvoir. Users are invited to send comments and suggested
improvements on DA Form 2028, Recommended Changes to Publications
and Blank Forms to Directorate of Resource Management,
ATTN: ANFB-RMB, 9820 Flagler Road, Suite 110, Fort Belvoir,
Virginia, 22060-5930

* This regulation supersedes USAFB Regulation 310-10-1,
15 April 1994.

1. PURPOSE. This regulation prescribes the delegation of signature authority for authenticating Request and Authorization for TDY Travel of DOD Personnel (DD Form 1610) for this headquarters.

2. APPLICABILITY. This regulation applies to all BASOPS activities/directorates having fund certification authority at Fort Belvoir.

3. CHANNELS AND AUTHENTICATION.

a. The Commander is responsible for policies, plans, decisions, orders, and instructions issued by this headquarters. Delegation of authority is granted as prescribed in subparagraph b. No further delegation is granted.

b. The Deputy to the Garrison Commander (DGC) and Directors having fund certification authority in BASOPS activities/directorates (currently the DPW, DOIM, and Fort A.P. Hill) are authorized to authenticate CONUS temporary duty travel orders. The Director of Resource Management will sign/authenticate all other orders.

4. RESPONSIBILITIES. Fort Belvoir major activity directors and commanders outlined in paragraph 3b are responsible for ensuring individuals within their activity/command are designated to perform the duties of travel requesting, approving, and authorizing officials.

a. The requesting official is responsible for ensuring the travel is required and all entitlements and special authorizations are essential to the mission. The requesting official is normally the traveler's commander/supervisor or a person who has full knowledge of the purpose and requirements for the travel; however, the traveler may also serve as the requesting official.

b. The approving official will ensure costing is reasonable, and all entitlements are authorized under governing regulations.

c. The fund certifying officer will ensure the correct accounting classification is shown in Block 19 of the DD Form 1610, there are funds available for the travel, and Travel Order Number(s) and/or Standard Document Number(s) (SDN) are assigned in accordance with Appendix A.

d. The order authorizing official will verify the accuracy and completeness of the DD Form 1610, ensuring the individuals signing as the requesting or approving official are authorized to sign. Unless there are extenuating circumstances, the same individual should not sign as more than one official.

5. REFERENCES.

- a. AR 210-10, Administration.
- b. AR 600-8-105, Military Orders.
- c. AR 37-106, Finance and Accounting for Installations, Travel and Transportation Allowances.
- d. FB Reg 37-106, Finance and Accounting for Installation Travel and Transportation Allowances.
- e. JFTR Vol. I, Joint Federal Travel Regulation - Members of Uniformed Services.
- f. JTR Vol. II, Joint Travel Regulation - DOD Civilian Personnel.
- g. Memorandum, DFAS-IN-AM, 3 March 1995, subject: Standard Document Numbers (SDNs) Revision.

APPENDIX A
ORDER AND STANDARD DOCUMENT NUMBERS (SDN)

Instructions for assigning order number (SDN) to Temporary Duty Orders. All DD Forms 1610 must have a 14 digit travel order document number (SDN) in block 22.

a. Positions 1-3 will consist of the first three (3) letters of the traveler's last name.

b. Positions 4-7 will consist of the last four (4) digits of the traveler's social security number (SSN).

c. Position 8 indicate the type of travel as follows:

B = Blanket Travel Order
C = Recruiting Travel Expenses
E = Emergency Leave
L = Local Travel
M = Local Move
P = Permanent Change of Station
R = Retained Advances (when authorized)
S = Local Storage
T = Temporary Duty Travel
V = Army Reservists Advance Travel
Z = Invitational Travel Order

d. Position 9 indicates an alpha code for the fiscal month of the order (note: there is no "I"):

A = October	G = April
B = November	H = May
C = December	J = June
D = January	K = July
E = February	L = August
F = March	M = September

e. Positions 10-14 are a sequential number assigned by the office of the director having fund certification authority.

f. Example:

NAME	SSN	APC	MONTH	DOCUMENT NUMBER
John Smith	234-56-7890	WW33	May	SMI7890TH00051

g. Each/every directorate/command will keep a log record of all travel orders showing Name, SSN, Destination and Order Number for audit/inspection purposes. Retention of orders and logs will be filed IAW MARKS, file 1hh.